

Catawba County

Request for Qualifications

Engineering Services

February 3, 2005

Background

Catawba County, in conjunction with the City of Newton, has received an Economic Development Administration Grant to extend public sewer service from Newton to an industry near Rocky Ford Road. Sewer service will be provided by a new sewer pump station at the edge of the industrial property with force main installed to Rocky Ford Road, northwest along Rocky Ford Road, north along Hickory-Lincolnton Highway and then east-northeast along NC Highway 10 to the connection with the City of Newton sewer system near the South Fork of the Catawba River. One of the requirements of the EDA program is to conduct a request for qualification process in the procurement of professional services.

Purpose

The purpose of this Request for Qualifications (RFQ) is to secure engineering services of a person or persons to provide assistance to Catawba County and the City of Newton in compliance with state and federal rules, laws and appropriate regulations.

Scope of Services

The firm will provide professional engineering services in the areas of design, project bidding and construction administration of said project. The firm will submit along with the RFQ, the name, address and contact person to be associated with the project. The major items of work will include, but not be limited to:

1. The preparation of detailed drawings, specifications and contract documents necessary for the bidding and construction of the proposed improvements. The project will construct a new sewer pump station and will install approximately 18,000 linear feet of 6-inch sewer force main.
2. The furnishing of such documents and design data as may be required to obtain approvals of all state, federal and local agencies as may have jurisdiction over the design and construction of this project, or any part thereof.
3. Coordinate design and construction work with any utility companies involved and other related agencies.
4. Attend bid openings, tabulate bids, analyze bids and provide recommendations to the County and the City concerning award of the construction contract.
5. Prepare the agenda and conduct the prebid conference and minutes thereof.
6. Prepare the agenda and conduct the preconstruction conference and minutes thereof.
7. The Firm will issue all instructions of the County and City to the contractor(s); prepare routine change orders as required, and act as interpreter of the requirements of the contract

documents and judge of the performance thereunder by the parties thereto; and will make recommendations on all claims of the Town and contractor(s) related to the execution and performance and progress of the work and all other matters and questions related thereto, for final decision by the County and City.

8. Based on the firm's on-site observations and inspections of the contractor(s) applications for payments and the accompanying data and schedules, the firm will determine the amount(s) owed the contractor(s) and submit to the County written payment requests for payment to the contractor.
9. The firm will provide to the contractor(s) all documentation in order to meet the requirements under the Davis-Bacon Act and other federal and state labor laws.
10. The firm will conduct field inspections during the active construction phase of the project and conduct a final inspection to determine if the project has been completed in accordance with the contract documents and if each contractor has fulfilled all his obligations and provide to the County and City a Certification of Project Completion and Acceptance.
11. The firm will assist the County and City in obtaining all necessary approvals and permits from all governmental authorities having jurisdiction over the project.

Evaluation Criteria

Firm's understanding of project objectives.

Firm's approach to project of this nature. Firm's demonstrated ability to understand the specialized requirements of this project.

Firm's resources and capacity.

Qualifications of principals to perform the work and the level of involvement in the project.

Qualifications of project manager and staff assigned to the project.

Firm's knowledge and demonstrated experience.

Qualification Requirements

The engineering firm shall include in their qualifications:

- Firm name, address, telephone number, fax number, **e-mail address**, and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Name and office location of all personnel who will be assigned to this project. Names of key personnel who would be available to work on this project.
- Resumes of project manager and design team members for this project. Professional affiliations and licenses of key personnel.

- Statement of the qualifications of the firm and its key personnel who would work on this project with particular regard to the evaluation criteria listed above.
- Understanding of the scope of work.
- Approach to the design process.
- Unique qualifications or work methodology.
- Track record of bringing in projects on time and within budget.
- Describe the firm's approach to and/or method of cost control and project scheduling.
- Current workload and percentage of availability.
- Quality control and assurance process.
- List of previous clients for work similar to this project. Include name and location of project, brief description and firm's and key personnel's involvement, name of project manager and telephone number, date and value of the project.
- Tentative plan and time frame for approaching the project.
- Hourly billing rates charged by your firm for each position type.

Receipt of Qualifications

Qualifications (one original and two copies) shall be submitted to Debbie Anderson, Purchasing Agent (828-465-8224) Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658 no later than 5:00 p.m., Friday, February 25, 2005.

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